

**TRAINING OFFICER
STUDY GUIDE**

A written examination for the class of **TRAINING OFFICER** to be administered in **RAPIDES F.P.D. #2** on **MARCH 28, 2006**, will consist of approximately 100 multiple-choice questions. The examination will test your knowledge in the following subject areas:

SUBJECT AREA/KNOWLEDGE	APPROXIMATE % OF EXAM
TRAINING Knowledge of the procedures for implementing an effective training program, including serving as an instructor; and evaluating the effectiveness of training.	22.0%
FIREGROUND OPERATIONS Knowledge of fireground operations sufficient to train department personnel in areas of fire fighting, forcible entry, first aid, salvage and overhaul, ventilation, rescue, communications, fire attack, and safety.	30.0%
WATER SUPPLY AND PUMP OPERATIONS Knowledge of water supplies and pump operations sufficient to train departmental employees in the use of water supplies; fire streams; hydraulics; sprinklers and standpipes; and pump operations	17.0%
TOOLS AND EQUIPMENT Knowledge of the care, operation, and correct uses of all fire department tools and equipment in order to train department employees in the use of these, including the following: protective breathing apparatus, ropes, hoses, ladders, extinguishers, and driving and operating apparatus/equipment in order to efficiently perform their duties at the scene of an emergency.	26.0%
RECORDS Knowledge of effective records-keeping practices, including preparation, content, and format.	5.0%

REFERENCE LIST

While the entire list of reference material will be useful to you in your preparation for the upcoming examination, the **majority** of test questions are sourced from those references listed under the Primary List.

PRIMARY REFERENCE MATERIAL

INTERNATIONAL FIRE SERVICE TRAINING ASSOCIATION (IFSTA)/ FIRE PROTECTION PUBLICATIONS (Training Manuals):

Essentials of Firefighting, 4th ed., 1998.
Fire and Emergency Services Instructor, 6th ed., 1999.
Fireground Support Operations, 1st ed., 2000.
Fire Hose Practices, 8th ed., 2004.
Respiratory Protection for Fire and Emergency Services, 1st ed., 2002.
Pumping Apparatus Driver/Operator Handbook, 1st ed., 1999.

OTHER RECOMMENDED PUBLICATIONS:

EFFECTIVE SUPERVISORY PRACTICES, International City Management Association (ICMA), 1120 G Street, N.W., Washington, D.C. 20005, 3rd ed., 1995.

NOTE: Obtain through LSU Firemen Training Program or IFSTA Fire Protection Publications.

The local civil service board should make this study guide available to all applicants in whatever manner the board deems appropriate.

While there are no provisions requiring this office to provide study guides for any competitive or promotional examinations, such material will be provided as a service to assist applicants in preparing for an examination. The State Examiner's office has no control whatsoever over the local availability of reference material (mentioned in the study guides), nor do we feel constrained to limit examination questions to only that material which is available locally. Examination content, weighting of subject areas, and length of examination, may vary with each administration of an examination to reflect any updated job analysis information. Percentages and numerical estimations are provided as approximations.